

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 11/18**

OPEN TO: All interested candidates

POSITION: **Computer Management Assistant, FSN-9; FP-5 (Steps 1 through 4)***
(*Position grade FP-5 will be confirmed by Washington)

OPENING DATE: July 08, 2011

CLOSING DATE: July 22, 2011

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

ANNUAL SALARY: **US\$50,043.00** (Starting salary for a 40-hour work week) - applicable to:

- U.S. Citizen EFM; and
- At least 18 years old; and
- Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
- Does not receive a Foreign Service or Civil service annuity.

US\$42,948.00 (Starting salary for a 40-hour work week) - applicable to:

- Non-U.S. Citizen EFM, MOH with SSN number; or
- U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
- U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
- EFM hired under PSA mechanism; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.

US\$15,130.75 (U.S. Minimum Wage) - applicable to:

- U.S. Citizen employees who are not EFM, MOH listed above; and
- Not holder of diplomatic passport; and is a local resident; and
- Is subject to the host country employment and tax law; and
- Has the required visa, residency permit and work permit in order to work legally in the host country.

US\$13,685.00 (Position Grade: FSN-9- Starting salary) - applicable to:

- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
- Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Computer Management Assistant position in its Information Resources Management (IRM) Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

The incumbent of this position will assist Information Program Officer (IPO) and Information Management Specialist (IMS) in maintaining fully functional systems, minimize downtime of telecommunication infrastructure, and provides customers with the tools and training to accomplish their assigned tasks in a productive, efficient and effective manner. The incumbent will also perform assigned duties in accordance with overall automation objectives established by IRM, with policy and priority guidelines established by the IRM staff and the Computer Management Specialist.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor Degree in Computer Science is required.
2. Must have at least three years experience in managing computer networking operations in a technical environment.
3. Must have a strong knowledge of system hardware and Windows 2008 networking and administration. Must also understand IT regulations within the host country as the mission installs circuit lines and equipment.
4. Must be a self-starter and able to work independently and as a team member. Skill to communicate effectively to explain/deliver complex systems information is required. Must have abilities to handle a variety of tasks at the same time and work under pressure as well as meet deadlines.
5. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: JULY 22, 2011

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)